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11 July 1951

MEMORANDUM

TO : Deputy Director for Administration
FROM : Director of Training
SUBJECT : Management Survey of Office of Training Reorganization.

1. The recent organizational change which transferred the Training Division, DD/P, to the Office of Training has raised certain administrative problems about which this Office seeks guidance.

2. It is requested, therefore, that the Advisor for Management conduct a survey, at the earliest practical moment, of the mission and functions of the combined offices, with special attention to:

- (a) the organization of the O/Tr
- (b) the Table of Organization of the O/Tr
- (c) the allocation of funds to the O/Tr
- (d) the space requirements of the O/Tr
- (e) provisions required for the security protection of covert operational training.

MATTHEW BAIRD

MB:arf

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